



NEIL HITCH
Town Clerk

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*The Town Hall
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21 October 2011

Dear Councillor,

I hereby summon you to attend a meeting of the Finance and General Purposes Committee to be held at the Town Hall, Petersfield on Thursday 20 October 2011 at 6.30 pm.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Neil Hitch', written over a light blue circular stamp.

Neil Hitch
Town Clerk

N.B. ANY MEMBERS WHO ARE UNABLE TO COME TO THE TOWN COUNCIL OFFICE TO READ CORRESPONDENCE MAY, UPON REQUEST TO THE TOWN CLERK, HAVE RELEVANT PAPERWORK COPIED AND SENT.

AGENDA

1. Chairman's Comments.
2. To receive and record apologies for absence.
3. To receive and record Declarations of Interest.
4. Public Representation - Councillors to receive representation (including items that appear on the agenda) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 am on the day of the meeting. The maximum time limit allowed per person is 3 minutes although this may be reduced if a large number of people express their wish to address councillors.
5. To approve the minutes of meeting held on 22 September 2011 (copies previously distributed).
6. To consider financial and other recommendations from committees.
7. To receive and note Financial Report from Town Clerk.
8. To receive and note latest bank reconciliation.
9. To receive a report from the Maximising Income Working Party - Chairman to report.

~ End ~

